



1. Aim

The purpose of this policy is to provide parents/guardians and overseas students with information regarding Launceston Church Grammar School's monitoring of overseas students academic progress.

2. Scope

This policy applies to overseas students enrolled at Launceston Grammar in accordance with CRICOS registration.

3. Legislation

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standard 8

4. Relevant Documents

Launceston Grammar Overseas Student Warning Letters 1 & 2
Launceston Grammar Overseas Student Letter of Release

5. Policy Information

Overseas students must make satisfactory course progress and, where applicable, attendance as a condition of their student visa.

Launceston Grammar must:

- monitor the overseas student's course progress and attendance according to the requirements of their sector;
- identify and offer support to those at risk of not meeting course progress or attendance requirements;
- only extend the duration of an overseas student's enrolment in certain circumstances and advise them of potential impacts on their student visa; and
- only deliver online learning in accordance with the online learning requirements for their sector.

6. Procedure

The following procedure outlines the steps to be taken for any overseas student at risk of failing to achieve satisfactory academic progress.

Identification of a Student at Risk

The student will be identified as being at risk if one or more of the following factors are observed by the subject teacher:

Academic:

- Student fails to submit assigned work;
- Student fails to achieve satisfactory standard in assessment tasks;
- Grades 7 – 10 students fail to meet Australian K-10 Curriculum Standards of ACARA
- Grades 11 & 12 must maintain C ratings or higher in at least 80% of internally assessed criteria in TASC Accredited courses



Other Factors:

- Student does not participate in class activities;
- Student falls behind due to poor attendance;
- Student has difficulty with understanding the language.

Procedure for Intervention

The subject teacher makes contact with the International Student Coordinator or the International Student Coordinator identifies a problem from discussions with the student or on checking the progress report or full school report. If the problem is related directly to a lack of understanding of the English language and the student is in Grade 10 or below, the subject teacher will discuss ways of modifying the syllabus and the method of assessment with their Head of Department.

The International Student Coordinator contacts the student's Homeroom Teacher, Tutor, Head of House and Head of Boarding (if applicable) to advise them of the teacher's concerns and to ascertain if any pastoral problems may be responsible for poor academic performance. If the latter is the case, the Deputy Head (Students) / Head of Campus will also be consulted and may arrange for the student to see the School Counsellor.

The Head of House contacts other subject teachers to find out if the problem is confined to one subject area or is more widespread. This information is then conveyed to all other members of the Pastoral team (the International Student Coordinator, the Tutor, and the Head of Boarding if applicable).

The International Student Coordinator counsels the student indicating the various avenues for support which may include any of the following:

- Counselling with the Deputy Head (Students) / Head of Campus or School Counsellor
- Academic and/or psychological testing to identify any possible learning difficulties
- Time management and examination techniques with the Tutor
- Use of the Overseas Student Study Centre during breaks and study lessons, accessing support from the International Student Coordinator
- After-school Tutoring and Support in the School Library with specialist Maths, Science and English teachers
- Peer-tutoring
- Additional tutoring from subject teacher (lunchtime or after school)
- Boarding House tutoring (if applicable)
- Outside tutoring and language support
- Possible change of subject following discussion with the Director of Teaching and Learning

The International Student Coordinator reports back to the subject teacher, Tutor, Head of House and Head of Boarding (if applicable), outlining the additional support the student has contracted to undertake. Where applicable, the Deputy Head (Students) / Head of Campus and the Director of Teaching and Learning are also notified.

The subject teacher continues to closely monitor the student's progress and liaises directly with the International Student Coordinator at least monthly.



If the student continues to fail to meet the required standard in a particular subject, the International Student Coordinator advises the student that the Director of Teaching and Learning will write a letter (Warning Letter 1 – see Appendix 1) outlining the school's concerns to the student's parents to inform them of the situation. The Director of Teaching and Learning and International Student Coordinator meet with the student and discuss the contents of the letter before it is sent home. This letter will precede a full report being issued.

The student is encouraged to continue with the support that has been put in place, although in some cases it may be necessary to modify the student's subject choice or level of study. This would only be done in conjunction with the Director of Teaching and Learning, International Student Coordinator, Tutor, Head of House and Head of Boarding (if applicable).

If failure to achieve satisfactory standard in the subject places the student in the position where they will not meet the minimum requirements for university entrance, the International Student Coordinator will arrange to meet with the student and the Careers Advisor to assist the student to modify their career plan.

If the student is reluctant to accept the advice of relevant staff regarding a study programme suited to their abilities, parents will be notified and consulted (Warning Letter 2 – see Appendix 2).

7. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.

DOCUMENT CONTROL			
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Signature of Approver:			
Position of Signatory: Principal			



OUR REF: RCF/ STUDENT FAMILY NAME / FIRST NAME

DD Mmm YYYY

Salutation
Address 1
CITY STATE PCODE

Dear Salutation

According to The Department of Home Affairs Visa Condition 8202, students are required to achieve satisfactory academic progress.

This is to inform you that your academic progress is unsatisfactory and therefore you may be in danger of breaching your visa requirements.

Please make sure you follow the strategies discussed with the Curriculum Coordinator, Head of House, International Student Coordinator/teachers in order to improve your progress.

Yours sincerely

Nick Foster
Head of Senior School



OUR REF: RCF/ STUDENT FAMILY NAME / FIRST NAME

DD Mmm YYYY

Salutation
Address 1
CITY STATE PCODE

Dear Saluation

According to The Department of Home Affairs Visa condition 8202, students are required to attend 100% of contact hours at school and achieve satisfactory academic results.

This is to inform you that your son/daughter, *Full Name* is very close to breaching:

- the minimum attendance requirements of 80%. If your son/daughter continues to be absent from school, he/she will be reported to the Department of Home Affairs and his/her visa will be cancelled.
- visa condition 8202 in terms of achieving satisfactory academic results. This condition states that if students achieve under 50% /borderline for fifty percent or more subjects then they will have to be reported to The Department of Home Affairs.

Full Name has attended a meeting with the Head of House and International Coordinator to discuss strategies to help improve the situation:

- Time management for homework and study
- Healthy eating, sleep habits and lifestyle
- Seeking assistance from teachers
- Using free periods to study during school hours
- Change of subjects
- Consider a course at another provider eg TAFE

Full Name's attendance and academic progress will be reassessed at the end of term.

If there is no improvement, *Full Name* will have 20 working days to appeal the School's decision to report this breach to The Department of Home Affairs.

Yours sincerely

Nick Foster
Head of School